



BIRCHINGTON CE PRIMARY SCHOOL

Supporting Pupils with Medical Conditions Policy

LEARNING AND GROWING; SAFE IN GOD'S LOVE

Our approach to pupils with medical needs stems from words within our Christian Vision; we want all children to flourish and feel safe and to love and care for everyone.

This policy should be read in conjunction with the following school policies:

SEND Policy, First Aid Policy, Safeguarding Policy, Keeping Children Safe in Education Guidance, Excursions Policy and Complaints Policy.

This policy is also written in line with the requirements of:

- Children and Families Act 2014 – Section 100
- SEND Code of Practice DfE 2015
- Statutory guidance for Governing Bodies re: Supporting Pupils at School with Medical Conditions – DfE Dec 2015

This policy was developed in discussion with the Headteacher, Inclusion Leader, Lead First Aider and the Governing Body and in line with current Government legislation and guidelines. This policy will be **reviewed annually**.

Definitions of Medical Conditions

Pupils' medical needs may be broadly summarised as being of two types:-

Short-term: affecting their participation at school because they are on a course of medication. A consent form to administer medication will need to be completed by the child's parents & carers/ carer.

Long-term: potentially limiting access to education and requiring on-going support, medicines or care while at school to help them to manage their condition and keep them well, including monitoring and intervention in emergency circumstances. It is important that parents & carers feel confident that the school will provide effective support for their child's medical condition and that pupils feel safe. A Health Care Plan will be drawn up in discussion with parents & carers. This will include medical conditions such as diabetes, epilepsy, severe allergies, asthma and others.

Some children with medical conditions may be considered disabled. Where this is the case Governing Bodies **must** comply with their duties under the Equality Act 2010. Some may also have Special Educational Needs (SEN) and may have a statement or Education, Health and Care Plan (EHCP). Where this is the case this policy should be read in conjunction with the 0-25 SEND Code of Practice and the school's SEND Policy. The Health Care Plan will become part of the EHCP if it is appropriate.

The Statutory Duty of the Governing Body

The Governing Body remains legally responsible and accountable for fulfilling their statutory duty for supporting pupils at school with medical conditions. The Governing Body of Birchington CE Primary fulfil this by: -

- Ensuring that arrangements are in place to support pupils with medical conditions. In doing so we will ensure that such children can access and enjoy the same opportunities at school as any other child;
- Taking into account that many medical conditions that require support at school will affect quality of life and may be life-threatening. Some will be more obvious than others and therefore the focus is on the needs of each child and how their medical condition impacts on their school life;
- Ensuring that the arrangements give parents & carers and pupils confidence in the school's ability to provide effective support for medical conditions, should show an understanding of how medical conditions impact on a child's ability to learn, as well as increase their confidence and promote self-care. We will ensure that staff are properly trained to provide the support that pupils need;
- Ensuring that no child with a medical condition is denied admission, or prevented from taking up a place in school because arrangements for their medical condition have not been made. However, in line with safeguarding duties, we will ensure that pupils' health is not put at unnecessary risk from, for example, infectious diseases, and reserve the right to refuse admittance to a child at times where it would be detrimental to the health of that child or others to do so;
- Ensuring that the arrangements put in place are sufficient to meet our statutory duties and ensure that policies, plans, procedures and systems are properly and effectively implemented;
- Developing a policy for supporting pupils with medical conditions that is reviewed regularly alongside their individual Health Care Plan or Care Plan from other professional services including the Diabetes Team, School Nurse Team, Asthma and Epilepsy Teams and is accessible to parents & carers and school staff;
- Ensuring that the policy includes details on how the policy will be implemented effectively, including a named person who has overall responsibility for policy implementation;
- Ensuring that the policy sets out the procedures to be followed whenever the school is notified that a pupil has a medical condition (see section below on procedure to be followed when notifications is received that a pupil has a medical condition);
- Ensuring that the policy covers the role of Health Care Plans and Care Plans from other professional teams including the Diabetes Team, School Nurse Team, Asthma and Epilepsy Teams and who is responsible for their development, in supporting pupils at school with medical conditions (see section below on Health Care Plans);
- Ensuring that the school policy clearly identifies the roles and responsibilities of all those involved in arrangements for supporting pupils at school with medical conditions and how they will be supported, how their training needs will be assessed and how and by whom training will be commissioned and provided (see section below on staff training and support);

- Ensuring that the school policy covers arrangements for children who are competent to manage their own health needs and medicines (see section below on the child's role in managing their own medical needs);
- Ensuring that the policy is clear about the procedures to be followed for managing medicines including the completion of written records (see section below on managing medicines on school premises);
- Ensuring that the policy sets out what should happen in an emergency situation (see section below on emergency procedures);
- Ensuring that the arrangements are clear and unambiguous about the need to support pupils with medical conditions so that they can participate in school trips and visits, or in sporting activities, and not prevent them from doing so (see section on school day trips, residential trips and sporting activities);
- Ensure first aiders are trained in the use of the defibrillator which is held in school in the main first aid area
- Ensuring that the policy is explicit about what practice is not acceptable (see section on unacceptable practice);
- Ensuring that the appropriate level of insurance is in place and appropriate to the level of risk (see section on Liability and Indemnity);
- Ensuring that the policy sets out how complaints may be made and will be handled concerning the support to pupils with medical conditions (see section on complaints).

Policy Implementation

The statutory duty for making arrangements for supporting pupils at school with medical conditions rests with the Governing Body. The Governing Body have conferred the following functions of the implementation of this policy to the staff below, however, the Governing Body remains legally responsible and accountable for fulfilling our statutory duty.

The overall responsibility for the implementation of this policy is given to the Headteacher. She will also be responsible for ensuring that sufficient staff are suitably trained and will ensure cover arrangements in cases of staff absences or staff turnover to ensure that someone is always available and on-site with an appropriate level of training. Additional training and advice sought from other professional services including the Diabetes Team, School Nurse Team, Epilepsy and Asthma Teams as and when required.

Copies of pupils Health Care Plans are held confidential in the class teacher's planning folder held in the class. The Inclusion Leader will be responsible in conjunction with the Lead First Aider, parents/carers for drawing up, implementing and keeping under review the Health Care Plan for each pupil and making sure relevant staff are aware of these plans

All members of staff are expected to show a commitment and awareness of children's medical conditions and the expectations of this policy. All new members of staff will be inducted into the arrangements and guidelines in this policy upon taking up their post.

Procedure to be Followed when Notification is Received that a Pupil has a Medical Condition

This covers notification prior to admission, procedures to cover transitional arrangements between schools or alternative providers, and the process to be followed upon reintegration after a period of absence or when pupils' needs change. For children being admitted to Birchington CE Primary for the first time with good notification given, the arrangements will be in place for the start of the relevant school term. In other cases, such as a new diagnosis or a child moving to Birchington CE Primary mid-term, we will make every effort to ensure that arrangements are put in place within two weeks.

In making the arrangements, we will take into account that many of the medical conditions that require support at school will affect quality of life and may be life-threatening. We also acknowledge that some may be more obvious than others. We will therefore ensure that the focus is on the needs of each child and how their medical condition impacts on their school life. We aim to ensure that parents/carers and pupils can have confidence in our ability to provide effective support for medical conditions in school, so the arrangements will show an understanding of how medical conditions impact on the child's ability to learn, as well as increase their confidence and promote self-care.

We will ensure that staff are properly trained and supervised to support pupils' medical conditions and will be clear and unambiguous about the need to actively support pupils with medical conditions to participate in school trips and visits, or in sporting activities, and not prevent them in doing so. We will make arrangements for the inclusion of pupils in such activities with any adjustments as required unless evidence from a clinician such as a GP states that this is not possible. We will make sure that no child with a medical condition is denied admission or prevented from attending the school because arrangements for supporting their medical condition have not been made. However, in line with our safeguarding duties, we will ensure that all pupils' health is not put at unnecessary risk from, for example infectious disease. We will therefore not accept a child in school at times where it would be detrimental to the health of that child or others.

Birchington CE Primary does not have to wait for a formal diagnosis before providing support to pupils. In cases where a pupil's medical condition is unclear, or where there is a difference of opinion, judgements will be needed about what support to provide based on available evidence. This would normally involve some form of medical evidence and consultation with parents/carers. Where evidence conflicts, some degree of challenge may be necessary to ensure that the right support can be put in place. These discussions will be led by the Headteacher, and following these discussions an individual Health Care Plan will be written in conjunction with the parent/carers and if required professionals from the Diabetes Team, School Nurse Team, Epilepsy and Asthma Teams, by the Inclusion Leader and be put in place.

Individual Health Care Plans

Individual Health Care Plans will help to ensure that Birchington CE Primary effectively supports pupils with medical conditions. They will provide clarity about what needs to be done, when and by whom. They will often be essential, such as in cases where conditions fluctuate or where there is a high risk that emergency intervention will be needed. They are likely to be helpful in the majority of other cases too, especially where medical conditions are long-term and complex. However, not all children will require one. The school, Health Care professionals including the Diabetes Team, School Nurse Team, Epilepsy and Asthma Teams and parents/carers should agree, based on evidence, when a Health Care Plan would be inappropriate or disproportionate. If consensus cannot be reached, the Headteacher is best placed to take a final view. A flow chart for identifying and agreeing the support a child needs and developing a Health Care Plan is provided.

Health Care Plans will be easily accessible to all who need to refer to them, while preserving confidentiality. Plans will capture the key information and actions that are required to support the child effectively. The level

of detail within the plan will depend on the complexity of the child's condition and the degree of support needed. This is important because different children with the same health condition may require very different support. Where a child has SEN but does not have a statement of EHC plan, their Special Educational Needs should be mentioned in their Health Care Plan.

Health Care Plans and their review, should be drawn up in partnership between the school, parents/carers and a relevant healthcare professional e.g. school, specialist or children's community nurse, who can best advise on the particular needs of the child. Pupils should also be involved whenever appropriate. The aim should be to capture the steps which Birchington CE Primary should take to help manage their condition and overcome any potential barriers to getting the most from their education. Partners should agree who will take the lead in writing the plan, but responsibility for ensuring it is finalised and implemented rests with the school.

Birchington CE Primary will ensure that Health Care Plans are reviewed at least annually or earlier if evidence is presented that the child's needs have changed. Professionals including the Diabetes Team, School Nurse Team, Epilepsy and Asthma Teams may be invited to these reviews should they be required. They will be developed and reviewed with the child's best interests in mind and ensure that Birchington CE Primary assesses and manages risks to the child's education, health and social well-being, and minimises disruption. Where a child is returning to school following a period of hospital education or alternative provision, we will work with the Local Authority and education provider to ensure that the Health Care Plan identifies the support the child will need to reintegrate effectively.

The Health Care Plan to suit the specific needs of each pupil should include the following information:

- The medical condition, its triggers, signs, symptoms and treatments;
- The pupil's resulting needs, including medication (dose, side effects and storage) and other treatments, time, facilities, equipment, testing, access to food and drink where this is used to manage their condition, dietary requirements and environmental issues eg crowded corridors, travel time between lessons;
- Specific support for the pupil's educational, social and emotional needs - for example, how absences will be managed, requirements for extra time to complete exams, use of rest periods or additional support in catching up with lessons, counselling sessions;
- The level of support needed (some children will be able to take responsibility for their own health needs) including in emergencies. If a child is self-managing their medication, this should be clearly stated with appropriate arrangements for monitoring;
- Who will provide this support, their training needs, expectations of their role and confirmation of proficiency to provide support for the child's medical condition from a healthcare professional; and cover arrangements for when they are unavailable;
- Who in the school needs to be aware of the child's condition and the support required;
- Arrangements for written permission from parents/carers and the Headteacher, for medication to be administered by a member of staff, or self-administered by the pupil during school hours;
- Separate arrangements or procedures required for school trips or other school activities outside of the normal school timetable that will ensure the child can participate e.g., risk assessment;

- Where confidentiality issues are raised by the parent/child, the designated individual to be entrusted with information about the child's condition; and
- What to do in an emergency, including whom to contact, and contingency arrangements. Some children may have an emergency Health Care Plan prepared by their lead clinician that could be used to inform development of their Health Care Plan

Roles and Responsibilities

Please refer to the section on policy implementation for the functions that have been delegated to different, named members of staff at Birchington CE Primary.

In addition, we can refer to the Community Nursing Team, Diabetes Team and others for support with drawing up Health Care Plans, provide or commission specialist medical training, liaison with lead clinicians and advice or support in relation to pupils with medical conditions.

Other healthcare professionals, including GPs and paediatricians should notify the Community Nursing Team when a child has been identified as having a medical condition that will require support at school. Specialist local health teams may be able to provide support, and training to staff, for children with particular conditions (e.g. asthma, diabetes, epilepsy)

Pupils with medical conditions will often be best placed to provide information about how their condition affects them taking into consideration their age. They should be fully involved in discussions about their medical support needs and contribute as much as possible to the development of, and comply with, their Health Care Plan. Other pupils will often be sensitive to the needs of those with medical conditions, and can, for example, alert staff to the deteriorating condition or emergency need of pupils with medical conditions.

Parents and carers should provide the school with sufficient and up-to-date information about their child's medical needs. They may in some cases be the first to notify the school that their child has a medical condition. Parents & carers are key partners and should be involved in the development and review of their child's Health Care Plan, and should be involved in its drafting. They should carry out any action they have agreed to as part of its implementation, e.g. provide medicines and equipment and ensure they or another nominated adult are contactable at all times.

Local Authorities are commissioners of school nurses for maintained schools and academies in Kent. Under Section 10 of the Children Act 2014, they have a duty to promote co-operation between relevant partners such as governing bodies of maintained schools, proprietors of academies, clinical commissioning groups and NHS England, with a view to improving the well-being of children with regard to their physical and mental health, and their education, training and recreation. KCC is currently consulting on the re-organisation of its Health Needs provision which will strengthen its ability to provide support, advice and guidance, including suitable training for school staff, to ensure that the support specified within individual healthcare plans can be delivered effectively. KCC will work with us to support pupils with medical conditions to attend full time. Where pupils would not receive a suitable education in a mainstream school because of their health needs, The Local Authority has a duty to make other arrangements. Statutory guidance for local authorities sets out that they should be ready to make arrangements under this duty when it is clear that a child will be away from school for 15 days or more because of health needs (whether consecutive or cumulative across the year). In the unlikely event that children cannot access mainstream provision, it is expected schools will seek support from Kent Health Needs Education Service.

Providers of health services should co-operate with schools that are supporting children with medical conditions. They can provide valuable support, information, advice and guidance to schools, and their staff, to support children with medical conditions at school.

Clinical Commissioning Groups commission other healthcare professionals such as specialist nurses. They have a reciprocal duty to co-operate under Section 10 of the Children Act 2014 (as described above for Local Authorities). The local Health and Well-being Board provides a forum for the Local Authority and CCGs to consider with other partners, including locally elected representatives, how to strengthen links between education, health and care settings.

The Ofsted Inspection Framework places a clear emphasis on meeting the needs of disabled children and pupils with SEN and considering the quality of teaching and the progress made by these pupils. Inspectors are already briefed to consider the needs of pupils with chronic or long-term medical conditions alongside these groups and to report on how well their needs are being met. Schools are expected to have a policy dealing with medical needs and to be able to demonstrate that it is being implemented effectively and there is equality of accessibility for all.

Staff Training and Support

Full details of staff trained in First Aid can be found in the school office, in the First Aid area and in the staff room. All other staff training linked to supporting children with medical conditions e.g. First Aid, Paediatric First Aid, epi-pen, epilepsy etc. is held in the school office. In the case of support for a child with diabetes, training is given at their annual review, or sooner if required, by the Diabetes Team.

All staff who are required to provide support to pupils for medical conditions will be trained by healthcare professional qualified to do so. The training need will be identified by the healthcare professional e.g. School Nurse, Diabetes Team, during the development or review of the Health Care Plan. We may choose to arrange training ourselves and will ensure that it remains up-to-date.

Training should be sufficient to ensure that staff are competent and have confidence in their ability to support pupils with medical conditions, and to fulfil the requirements set out in their Health Care Plans. They will need an understanding of the specific medical conditions they are being asked to deal with, their implications and preventative measures.

Staff must not give prescription medicines or undertake healthcare procedures without appropriate training (updated to reflect any Health Care Plans). A First aid certificate does not constitute appropriate training in supporting children with medical conditions. Healthcare professionals, including the School Nurse, Diabetes Team, can provide confirmation of proficiency of staff in a medical procedure, or in providing medication.

All staff will receive induction training and regular whole school awareness training so that all staff are aware of the school's policy for supporting pupils with medical conditions and their role in implementing the policy. The Headteacher will seek advice from relevant healthcare professions about training needs, including preventative and emergency measures so that staff can recognise and act quickly when a problem occurs.

The family of a child will often be key in providing relevant information to school staff about how their child's needs can be met, and parents & carers will be asked for their views. They should provide specific advice but should not be the sole trainer.

The Child's Role in Managing their own Medical Needs

If, after discussion with the parent/carer, it is agreed that the child is competent to manage his/her own medication and procedures, s/he will be encouraged to do so. This will be reflected in their individual Health Care Plan.

Medication is stored in the school office and can be taken to the child in an emergency or the child will attend the school office for self-medication. The medication is stored in the school office or the first aid fridge if the medication is required to be kept cool, to ensure that the safeguarding of other children is not compromised. Birchington CE Primary does also recognise that children who take their medicines themselves and/or manage procedures may require an appropriate level of supervision. If it is not appropriate for a child to self-manage, then relevant trained staff will help to administer medicines and manage procedures for them.

For children with severe allergies, their epi-pens will be stored securely in their class, out of the reach of other children. The medication will 'move' around the school with the child e.g. to the IT Suite and will be carried by an adult. The school also holds a generic epi-pen and asthma inhaler on school site in the school office for emergency use.

If a child refuses to take medicine or carry out a necessary procedure, staff should not force them to do so, but follow the procedure agreed in their individual Health Care Plan. Parents and carers will also be informed so that alternative options can be considered.

Managing Medicines on School Premises and Record Keeping

At Birchington CE Primary the following procedures are to be followed:

- Medicines will only be administered in school if they form part of a Health Care Plan, if the child is diagnosed with asthma, diabetes or other life-threatening condition, or when they are to take **4 x per day antibiotics** which require a midday dose due to time restrictions. **Antibiotics which are 3 x per day are to be administered by parents & carers at home;**
- No child under 16 should be given prescription or non-prescription medicines without their parents/carers written consent;
- Should you wish your child to have non - prescription medication such as pain relief throughout the day, you are very welcome to come onto the school site and administer this yourself;
- Where clinically possible, medicines should be prescribed in dose frequencies which enable them to be taken outside school hours;

Birchington CE Primary will only accept prescribed medicines, with written permission from parent/carer via the school consent form, that are in-date, labelled, provided in the original container as dispensed by a pharmacist and include instructions for administration, dosage and storage. **The exception to this is insulin which must be in-date but will generally be made available to schools, via the child's parent/carer, inside an insulin pen or a pump rather than its original container.** All medicines will be stored safely in the school office or in the first aid fridge. Children should know where their medicines are at all times and be able to access them immediately;

- Medicines and devices such as asthma inhalers, blood glucose testing meters and adrenaline pens should be always readily available and should be marked with the child's name;
- During school trips the first aid trained member of staff will carry all medical devices and medicines required. In the case of a child with a specific condition, e.g. diabetes, epilepsy etc. a member of staff who has been specifically trained to support that child should also attend the trip
- A child who had been prescribed a controlled drug may legally have it in their possession if they are competent to do so but passing it to another child for use is an offence. Monitoring arrangements

may be necessary. As our children are not of an age to do this for themselves, we will keep all controlled drugs that have been prescribed for a pupil securely stored in a non-portable container in the school office and only office staff will have access. Controlled drugs should be easily accessible in an emergency. A record should be kept of any doses used;

- Staff administering medicines should do so in accordance with the prescriber's instructions. Birchington CE Primary will keep a record of all medicines administered to children, stating what, how and how much was administered, when and by whom. Written records are kept of all medicines administered to children. These records offer protection to staff and children and provide evidence that agreed procedures have been followed;
- When no longer required, medicines should be returned to the parent/carer to arrange safe disposal.

Emergency Procedures

The Headteacher will ensure that arrangements are in place for dealing with emergencies for all school activities wherever they take place, including school trips within and outside the UK, as part of the general risk management process.

Where a child has a Health Care Plan, this should clearly define what constitutes an emergency and explain what to do, including ensuring that all relevant staff are aware of emergency symptoms and procedures. In the case of a fire alarm or other reason to cause the decision to be taken to evacuate the school buildings, medication for blood glucose testing, epi-pens and the school's generic inhaler should be taken by the office team to the evacuation point. Other pupils in the school should know what to do in general terms, such as informing a teacher immediately if they think help is needed.

If a child needs to be taken to hospital, staff should stay with the child until the parents & carers arrive, or accompany a child taken to hospital by ambulance. Any specific medication for the child being taken to hospital should also be taken by school staff to the hospital and a copy of the child's care plan. In the case of a child with diabetes or epilepsy, a member of staff who has been specifically trained to support the child should also attend.

Schools need to ensure they understand the local emergency services cover arrangements and that the correct information is provided for navigation systems.

School Trips, Residential Visits, and Sporting Activities

We will actively support pupils with a medical condition to participate in school day trips, residential visits and sporting activities by being flexible and making reasonable adjustments unless there is evidence from a clinician such as a GP that this is not possible.

We will always conduct a risk assessment so that planning arrangements take account of any steps needed to ensure that pupils with medical conditions can be included safely. This will involve consultation with parents & carers and relevant healthcare professions and will be informed by LA guidance on school trips.

In the event of a medical emergency whilst on a school trip, the trip permission slip includes the following statement which parents & carers are made aware of on all school trip letters and sign to say they have read this:

I agree to my son/daughter receiving medication as instructed and any emergency dental, medical or surgical treatment including anaesthetic or blood transfusion, as considered necessary by the medical authorities present.'

A member of staff who has been specifically trained to support a child who has a medical condition e.g. diabetes, epilepsy should attend the trip and carry a copy of the child's health care plan. In some circumstances, a parent/carer may also be asked to attend the trip.

Practice

Although staff at Birchington CE Primary should use their discretion and judge each case on its merit with reference to the child's Health Care Plan, it is not generally acceptable practice to:

- Prevent children from easily accessing their inhalers and medication and administering their medication when and where necessary;
- Assume that every child with the same condition requires the same treatment;
- Ignore the views of the child or their parents\carers; or ignore medical evidence or opinion (although this may be challenged);
- Send children with medical conditions home frequently or prevent them from staying for normal school activities, including lunch, unless this is specified in their Health Care Plans;
- If the child becomes ill, send them to the school office unaccompanied or with someone unsuitable;
- Penalise children for their attendance record if their absences are related to their medical condition, e.g. hospital appointments;
- Prevent pupils from drinking, eating or taking toilet breaks whenever they need to in order to manage their medical condition effectively;
- Require parents\carers, or otherwise make them feel obliged, to attend school to administer medication or provide medical support to their child, including toileting issues. No parents & carers should have to give up working because the school is failing to support their child's medical needs; or
- Prevent children from participating or creating unnecessary barriers to children participating in any aspect of school life, including school trips, e.g. by requiring parents and carers to accompany the child.

Liability and Indemnity

The school is currently covered with insurance provided via Kent County Council. The School Business Manager holds full details of this cover in the school office.

Complaints

Should parents\carers be unhappy with any aspect of their child's care at Birchington CE Primary, they must discuss their concerns with the school. This will be with the child's class teacher/Phase Leader in the first instance, with whom any issues should be addressed. If this does not resolve the problem or allay the concern, the problem should be brought to a member of the Senior Leadership Team, who will, where necessary, bring concerns to the attention of the Headteacher. In the unlikely event of this not resolving the

issue, the parent\carer must make a formal complaint using the Birchington CE Primary Complaints Policy and procedures.

Parents/Carers and Pupils Who Refuse Treatment

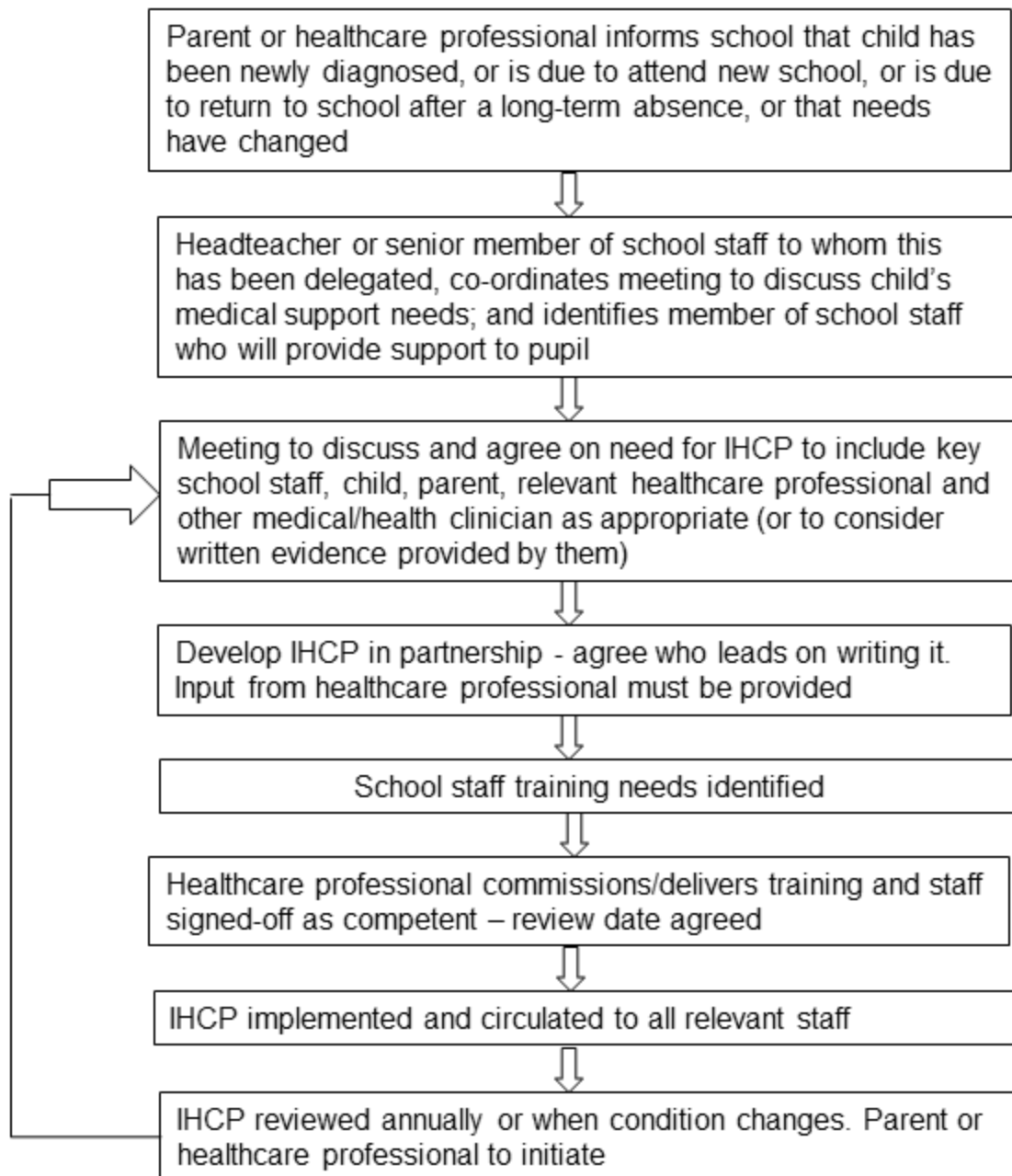
Unless a parent/carers states to the contrary, we will in the event of an emergency, provide treatment that is immediately necessary to save life or prevent deterioration in health without consent or, ***in exceptional circumstances***, against the wishes of a person with parental responsibility.

Please note: A Health Care Plan is not an Educational Health Care Plan

Headteacher & Business Manager reviewed: **September 2025**

To be reviewed: **September 2026**

Model Process for Developing Healthcare Plans





Individual Intimate / Healthcare Plan

| | |
|--------------------------------|-------------------------------|
| School | Birchington CE Primary School |
| Child's name | |
| Class | |
| Date of birth | |
| Child's address | |
| Medical diagnosis or condition | |
| Date | |
| Review date | September (annually) |

Family Contact Information

| | |
|-----------------------|--|
| Name | |
| Phone no. (work) | |
| (home) | |
| (mobile) | |
| Name | |
| Relationship to child | |
| Phone no. (work) | |
| (home) | |
| (mobile) | |

Clinic/Hospital Contact

| | |
|-----------|--|
| Name | |
| Phone no. | |

G.P.

| | |
|-----------|--|
| Name | |
| Phone no. | |

| | |
|--|---|
| Who is responsible for providing support in school | Senior Leadership Team, Wider Leadership Team, First Aiders |
|--|---|

Describe medical needs and give details of child's symptoms, triggers, signs, treatments, facilities, equipment or devices, environmental issues etc

Name of medication, dose, method of administration, when to be taken, side effects, contra-indications, administered by/self-administered with/without supervision

Daily care requirements

Toileting requirements

Can your child independently ask to go to the toilet or do they need prompting?

Is your child soiling? : yes / no

Is help required for cleaning / wiping? : yes / no

If yes, does your child prefer to be cleaned laying down or standing up?

Is your child wetting? : yes / no

Any more information regarding toileting:

Specific support for the pupil's educational, social and emotional needs

Arrangements for school visits/trips etc

Take a copy of the Care Plan on the school trip/visit.

Other information

Describe what constitutes an emergency, and the action to take if this occurs

Who is responsible in an emergency (*state if different for off-site activities*)

Senior Leadership Team, Wider Leadership Team, First Aiders

Plan developed with

Parent/Carer and School Staff (see above)

Staff training needed/undertaken – who, what, when

Parent/Carer:

I have read and agreed this individual healthcare plan:

| | |
|-------------------------------------|-------|
| Signed: | Date: |
| Please print your name in this box: | |

Form copied to

| |
|---|
| Parent/Carer Class Teacher All First Aiders Via Confidential Healthcare Plans which are held in the: <ul style="list-style-type: none">• School Office• Staff Room |
|---|



Birchington CE Primary requires this consent form to be completed before medication can be given to your child.

| | |
|------------------------------|--|
| Date | |
| Name of child | |
| Date of birth | |
| Class | |
| Medical condition or illness | |

Medicine

| | |
|---|--|
| Name/type of medicine <i>(as described on the container)</i> | |
| Expiry date | |
| Dosage and method | |
| Timing | |
| Special precautions/other instructions | |
| Are there any side effects that the school needs to know about? | |
| Self-administration – y/n | |
| Procedures to take in an emergency | |

NB: Medicines must be in the original container as dispensed by the pharmacy

Contact Details

| | |
|-----------------------|--|
| Name | |
| Daytime telephone no. | |
| Relationship to child | |
| Address | |

The above information is, to the best of my knowledge, accurate at the time of writing and I give consent to school/setting staff administering medicine in accordance with the school/setting policy. I will inform the school/setting immediately, in writing, if there is any change in dosage or frequency of the medication or if the medicine is stopped.

Signature: _____

Date: _____

